



GLOSSARY OF HRA ACRONYMS/ ABBREVIATIONS AND COMMONLY-USED TERMS

Version 2, September 2020





A

TERM	DEFINITION
AABD	Aid to Aged, Blind and Disabled
ABAWD	Able Bodied Adult Without Dependents
ABEL	Automated Budgeting and Eligibility Logic
AC	Active (case status)
ACCESS HRA	HRA's online case management portal: http://www.nyc.gov/accesshra
ACCIS	Automated Child Care Information System
ACCO	Agency Chief Contracting Officer
ACD	Agency for Child Development
ACEE	Automated Child Care Eligibility and Enrollment
ACHIEVE	Another Change Initiative for Education, Vocation or Employment
ACI	Alien Citizenship Indicator
ACS	Administration for Children's Services
Action Code	An action code on NYCWAY identifies a particular action that has been taken on a participant's line or case. An action code is three or four digits, comprised of letters and/or numbers. The code is either posted manually or generated by the NYCWAY System.
ADA	Americans with Disabilities Act of 1990
ADC	Aid to Dependent Children (Currently known as Temporary Assistance to Needy Families [TANF])
ADD	Assistant to the Deputy Director
Adequate Notice (AN)	A notice of action, or an adverse action notice or action taken notice.
Adequate and Timely Notice	Notice sent to a participant informing them of an upcoming action to be taken on their case, sent 10 days before the action is to take place so that the participant can contest the decision to take that action.

A (continued)

TERM	DEFINITION
ADM	Administrative Directive
ADVENT	Anti-Domestic Violence Eligibility Needs Team
AFA	Anticipated Future Action
AFDC	Aid to Families with Dependent Children (see FA)
Affidavit	A written statement by an individual made under oath before a notary public or other person authorized to administer oaths.
AFIS	Automated Finger Imaging System
AFSI	Alternate Food Stamp Issuance
AHRA	See ACCESS HRA
AIDS	Acquired Immune Deficiency Syndrome
AIM	Accuracy Improvement Measurement
AIS	Assignment Information Summary
AJOS	Associate Job Opportunity Specialist
ALE	Adult Literacy Education
ALERTS	Automated Listing of Eligibility Requirements Tracking System
AMIS	Automated Metrocard Issuance System
AP	Absent Parent (Also see NCP)
AP	Application Pending
APART	Automated Paperless Access Request Transmission
APP-TAD	Application Turnaround Document
Appeal	An appeal may be initiated after a SSI application has been denied. The three levels of appeal are: Reconsideration, Administrative Law Judge (ALJ) Hearing, and Appeals Council. The Reconsideration process will result in a determination approximately 40 days after the date the appeal was filed. The ALJ may take up to two years to make a decision. The Appeals Council may take up to three months to make a determination.
Appellant	Reference to an applicant/participant after they have requested a Fair Hearing.
Applicant	Anyone applying for any category/type of CA, MA, or SNAP is referred to as an applicant during the (application-processing) phase prior to a decision being made on their case to accept or reject.

A (continued)

TERM	DEFINITION
APS	Adult Protective Services
AQC	Audit and Quality Control
AREERA	Agriculture Research, Extension and Education Reform Act of 1998
ASAW	Additional Special Agricultural Workers
ASCU	Automated Support Collection Unit
Assignment	HRA-approved work activity. Includes: YouthPathways, CareerCompass, CareerAdvance, training program, college, work study, drug/alcohol treatment program, community service, etc.
ATC	Aid to Continue
ATP	Authorization to Participate
AUTO Budget	Employment income systematically sent by the NYCWAY system via information entered into the FIA3A. WMS recalculates the current budgeted benefits to reflect the new income. WMS then sends out a CNS notice to the household with information regarding the new budget and the effective date.
AVE	Adolescent Vocational Exploration Program

B

TERM	DEFINITION
Back File	Refers to the original paper case record that contains documentation for a specific participant household. This term is used primarily in regard to the paper-to-image conversion.
BAITS	Burial Assistance Information Tracking System
BASIC	Basic or Personal Allowance
BDD	Bureau of Disability Determinations
BENDEX	Beneficiary Data Exchange
Benefit	The amount of CA and/or SNAP assistance issued to an eligible participant, usually through the EBT system.
Benefit Cycle	There are two cycles in each month, the A cycle and the B cycle. The beginning date for each cycle is determined by the toe-digit, which is the last digit in the case number. The dates in each cycle identify specific timeframes any payment issuances cover.
BEOG	Basic Educational Opportunity Grants

B (continued)

TERM	DEFINITION
BEV	Bureau of Eligibility Verification
BFI	Bureau of Fraud Investigation
BICS	Benefit Issuance and Control System
BOCES	Boards of Cooperative Educational Services
BOE	Board of Education
BORAC	Bureau of Reconciliation and Control
BRIA	Bureau of Refugee and Immigrant Affairs
Budget for Cases	The calculation in WMS resulting in the amount of CA and SNAP issued to a participant/case. A budget reflects the semimonthly amount for CA and the monthly total for SNAP.
Business Link	A program established by NYC to assist able-bodied CA participants in finding employment. Business Link encourages employers to list their job openings with HRA, matches CA participants with jobs, and recruits CA participants for job-related training programs.
Business Rules	Criteria established by FIA for software designers/programmers to use as a basis for creating specific functionality in our applications. For example, when a Worker completes an application and related forms in POS, the Worker will then click on the business rules element and the system will check over the documents for errors and discrepancies. POS can only identify errors based on the business rules pre-established by FIA and written specification programmed into the POS application. Business rules are determined by Agency policy, procedures, regulations, and work flow abilities.

C

TERM	DEFINITION
C/THP	Child/Teen Health Plan
CA	Cash Assistance
CAA	Community Action Agency
CA E-APP	Cash Assistance Electronic Application -NYC's NYS LDSS 2921
Call-in	An action taken to inform an applicant/participant that their presence is required. A notice is mailed to participants at least two weeks in advance of a scheduled appointment.
CAP	Corrective Action Plan
CAP	Child Assistance Program
CAS	Customized Assistance Services

C (continued)

TERM	DEFINITION
CASA	Community Alternative Systems Agency
CASAC	Credentialed Alcohol and Substance Abuse Counselor
Case Management	Supportive services system of counseling and interaction between case manager and a participant. The purpose is to help enhance the participant's motivation to achieve self-sufficiency.
CASE NO.	Case Number
CBIC	Common Benefit Identification Card
CBO	Community Based Organization
CBT	Computer-Based Training/Center Based Training
CBVH	Commission for the Blind and Visually Handicapped
CCA	Communications and Community Affairs
CCFP	Child Care Food Program
CCP	Cluster Care Program
CCPF	Child Care Provider Form
CD Memo	Center Director Memorandum
CE	Categorically Eligible
CED	Client Eligibility Determination
CenterStat	CenterStat uses reports that contain a variety of indicators that measure different aspects of a Job Center's performance.
CentraPort	A portal to State applications. Some applications require a user ID while others can be reached simply by accessing the site via a desktop icon.
CEOSC	Comprehensive Employment Opportunity Support Center
CEU	Case Establishment Unit (also known as Applications Unit)
CFR	Code of Federal Regulations
CHAP	Children's Health Access Program
CHEP	Cuban/Haitian Entrant Program
Child Care Market Rate	The NYS OCFS sets the childcare market rate for each social services district in NYS every two years. HRA pays for childcare at the actual cost of care (the amount charged by the provider) or the NYS maximum local childcare market rate, whichever is less.
Children's Corner	A service providing on-site, short term supervision of children when a parent/guardian enters a Model Job or SNAP Center to apply for CA or SNAP, or to conduct business on an existing case.

C (continued)

TERM	DEFINITION
CHRMS	Citywide Human Resources Management System
CIN	Client Identification Number
CIP	Crisis Intervention Program
CIS	Check Imaging System
CityFHEPS	Rental Assistance Program to help individuals and families find and keep housing.
CityNet	NYC's network used for mainframe access, email services, video, and other data transmissions among city agencies.
CityShare	NYC's intranet available to agencies with access to CityNet.
City Time	Automated timekeeping system to record daily attendance and requests for leave for most City employees, replacing Autotime.
CL	Closed (case status)
Clock Down	Refers to the status of a case with a pending action. A case clocking down means that an action is pending and a notice of the Agency's intent to take the action has been sent to the participant informing them of the intended action.
CMU	Case Management Unit
CNS	Client Notices System
CO	Central Office
COB	Close of Business
COLA	Cost of Living Adjustment
COLD	Computer Output to Laser Disk
Compliance	Action(s) taken by the Agency in response to FH decision directives. Also, the fulfillment of work or other requirements on the part of a participant.
Conciliation	A forum for participants to document or explain why they failed to comply with mandatory work rules.
Concurrent Activity	Multiple engagement/work activities participants attend.
Conference	An informal meeting with a supervisor or higher level staff to review actions taken by a center. In Job Centers these are conducted by the Fair Hearing and Conference (FH&C) unit. In SNAP Centers these are conducted by a PAA 1 or higher.
CRFC	Community Food Resource Center
CRO	Centralized <u>Rivera</u> Office
CSEU	Child Support Enforcement Unit
CSIC	Customer Service and Information Center

C (continued)

TERM	DEFINITION
CSM	Comprehensive Services Model
CSS	Computer Systems Services
CUNY	City University of New York

D

TERM	DEFINITION
D&C	Disbursement and Collections
DAAA	Division of Alcoholism and Alcohol Abuse
DACIT	Division of Automated Check Inventory and Tracking
DAPR or DAPPER	Division of Accounts Payable and Reporting
DAR	Dormant Account Review
DARB	Division of Accounts Receivable and Billing
DASIS	Division of AIDS Services and Income Support (see HASA)
Day Forward Imaging	After the paper-to-image conversion phase, the phase in which all new documents for the imaged file are forwarded to the imaging vendor so the electronic file is consistently updated.
DC	Dependent Child
DCA	Disqualification Consent Agreement
DCAS	Division of Customized Assistance Services
DCAS	Department of Citywide Administrative Services
DDE	Deputy Director of Eligibility
DEC	Date Entered Country (Date a non-citizen physically entered the country)
DEFRA	Deficit Reduction Act
DEPCON	Distributed Enterprise Print Controller (refers to printers)
DESH	Division of Environmental Safety and Health
DEPV	Department of Employment Placement and Verification
DFHA	Division of Fair Hearing Administration
DFR	District of Fiscal Responsibility
DFRP	Division of Financial Review and Processing
DFY	Division for Youth

D (continued)

TERM	DEFINITION
DHS	Department of Homeless Services
DIAT	Data Inventory and Analysis Team
DLC	Division of Liaison and Control
DOB	Division of Budget
DOB	Date of Birth
Document Checklist	An internal Imaging Project questionnaire, used by the Imaging Implementation Team when preparing back file records for imaging.
Document Type	A method of identifying documents for the proper indexing outlined on the HRA's Documents Table. The Document Table is used by both POS and Imaging.
DOE	Department of Education
DOF	Department of Finance
DOH	Department of Housing
DOHMH	Department of Health and Mental Hygiene
DOI	Department of Investigation
DOITT	Department of Information Technology and Telecommunications
DOL	New York State Department of Labor
DOS	Date of Status (date non-citizen was granted their immigration status)
DPA	Deferred Payment Agreement
DRAT	Daily Record of Actions Taken
DRM	Disaster Relief Medicaid
DUA	Disaster Unemployment Assistance
DV	Domestic Violence
DVE	Diagnostic Vocational Evaluation
DVL	Domestic Violence Liaison
DVP	Direct to Vendor Payment
DVPHA	Division of Voluntary and Proprietary Homes for Adults
DVU	Domestic Violence Unit
DYCD	Department of Youth and Community Development

E	
TERM	DEFINITION
EA/EP	Employability Assessment/Employment Plan
EAA	Emergency Assistance for Adults
EAF	Emergency Assistance to Families
EAPP	Employment Alternatives Partnership Programs
Earned Income	Income that is gained from employment including self-employment
EBICS	Electronic Benefit Issuance and Control System
EBT	Electronic Benefits Transfer – the means in which some Cash Assistance grants and all SNAP benefits are made available to and then used by applicants and participants
EDC	Expected Date of Confinement (expected due date for pregnant individuals)
EDITS Renewal	Eligibility Data and Image Transfer System Renewal
EDP	Employability Development Plan
EECs	Employment Eligibility Centers
EEO	Equal Employment Opportunity
EFT	Electronic Fund Transfer (see EBT)
EHP	Enriched Housing Program
EHR	Emergency Home Relief
EIC	Earned Income Credit (see EITC)
EID	Earned Income Disregard
EIHP	Employment Incentive Housing Program
EITC	Earned Income Tax Credit
EM	Employment Manual
Employment Support Programs	Programs that assist CA participants in moving from welfare to work. Include: TAG, and Grant Diversion.
ENAP	Emergency Nutrition Aid Program for Pregnant Women and Adolescents
Engaged	Status of a participant involved in an HRA-approved work activity.
Engagement Process	The act of working with an individual to remove barriers to employment and placing that individual into a work activity where applicable.
EOP	Educational Opportunity Program
EP	Employability Plan
EP	Essential Person
EPFT	Electronic Payment Fund Transfer (see EBT)
EPU	Employment Planning Unit
EQAS	Enhanced Quality Assurance System
ERT	Employment Related Training
ES	Eligibility Specialist
E-RECERT's	Electronic Recertification. Online Recertification Applications

E (continued)

TERM	DEFINITION
EIS	Emergency Intervention Services
ES Codes	Employability Status Codes
ESL or ESOL	English-as-a-Second Language or English Speakers of Other Languages
ESNA	Emergency Safety Net Assistance
ESNAP	Expedited SNAP
EVR	Eligibility Verification Review (see BEV)
EW	Eligibility Worker
EWAN	Enterprise Wide Area Network

F

TERM	DEFINITION
F&O	Food and Other (grant)
FA	Family Assistance
FAQs	Frequently Asked Questions
FCS	Food and Consumer Service
FCDU	FHEPS Centralized Determination Unit
FDC	Family Day Care
FDR	Front Door Reception
FEDS	Front End Detection System
FEMA	Federal Emergency Management Assistance
FFNYC	Fair Fares Program (reduced Metro card program)
FFR	Face to Face Recertification
FFY	Federal Fiscal Year
FH	Fair Hearing
FH&C	Fair Hearing and Conference
FHEMS	Fair Hearing Evidence Management System
FHEPS	Family Homelessness & Eviction Prevention Supplement – rental assistance supplement for families at risk of eviction or currently residing in HRA or DHS shelter
FHIS	Fair Hearing Information System
FIA	Family Independence Administration
FIA3A	The first step in documenting when an applicant/participant finds a job. It is an electronic earned income document in NYCWAY that records information about the employer, job type, wages, first date of pay, and other employment related data.
FIA3V	Action Code posted when an FIA3A is completed by a Career Services Provider

F (continued)

TERM	DEFINITION
FIAO	Family Independence Administration Operations
FICA	Federal Insurance Contributions Act (Social Security) Indicator
FileNet	A software corporation that provides Image/Content management solutions. At HRA, FileNet serves as the primary repository where all images are stored and managed.
Filing Unit	Individuals who must be included in the Cash Assistance household and case count when a minor dependent child files for assistance.
FIRM	Financial Institution Recipient Match
FISA	Financial Information Services Agency
FLSA	Fair Labor Standards Act
FNP	Federal Non-Participation
FO	Finance Office
FOIL	Freedom of Information Law
Food Stat	A performance management support program to promote quality management of FIA SNAP Centers.
Food Stamps	See SNAP
FP	Federal Participation
FPL	Federal Poverty Level
FRED	Front Door Electronic Reception
FS	Food Stamps (Federally Funded by USDA), now called Supplemental Nutrition Assistance Program (SNAP)
FSS	Family Self-Sufficiency Program
FSSB	Food Stamp Source Book
FSSD	Food Stamp Separate Determination
FTC	Failure to Comply/Fail to Comply
FTR	Failure to Return or Report/Fail to Return or Report
FY	Fiscal Year (July 1 to June 30)

G

TERM	DEFINITION
GA	General Assistance
GAGD	Grants of Assistance for Guide Dogs
Gateway	Mode of accessing FIA computer systems (TTS) using WMS terminals.
GED	General Education Diploma or General Equivalency Diploma
GFDC	Group Family Day Care
GI	Government Issue
GIS	General Information System
GIT	Gross Income Test
Grant Diversion	The Grant Diversion program is a wage-subsidized program designed to encourage and promote the employment of CA participants, by providing funding to employers to offset the cost of hiring and employing CA participants. The program includes Business Link/Employer Incentives Plus for participants placed with private sector firms and the Parks Job Training Program for participants placed with public sector jobs.
Gross Pay	The dollar amount earned during the pay period. Gross pay represents total pay before taxes and other deductions are taken.
GSL	Guaranteed Student Loan Program
GSS	General Social Services

H

TERM	DEFINITION
HAP	Housing Assistance Payment
HASA	HIV/AIDS Services Administration
HCFA	Health Care Financing Administration
HCM	Human Capital Management
HCSP	Home Care Services Program
HDU	Homelessness Diversion Unit
HEA	Home Energy Allowance
Head Start	Free program for 3-5 year olds administered by ACS.
HEAP	Home Energy Assistance Program
HEFPA	Home Energy Fair Practices Act

H (continued)

TERM	DEFINITION
Health + Hospitals	NYC Public Hospitals (formerly NYC Health and Hospital Corporation)
HESC	Higher Education Services Corporation
HIPAA	Health Insurance Portability and Accountability Act of 1996
HH or H/H	Household
History Sheet	Form W-25, a record kept in the participant's activity folder that documents relevant information about a participant's case and progress.
HIV	Human Immunodeficiency Virus
HMO	Health Maintenance Organization
Holdover Petition	Housing court action taken by a landlord to potentially evict tenants due to tenants' undesirability.
HPU	Homeless Prevention Unit
HR	Home Relief (see SNA)
HRA	NYC Human Resources Administration
HRA Helpdesk Directory	Automated "help desk" that can provide staff with assistance in many areas such as MIS, NYCWAY, FIA Call Center, etc. The directory can be reached at (718) 557-1313.
HRA OneViewer	System software that enables authorized users to view electronically the contents of a case record. Image viewing significantly reduces or eliminates the need for physical case records.
HRPG	Home Relief Pre-Investigation Grant (Also see SNA)
HRIS	Human Resources Information System
HSASC	Human Services Application Service Center
HUD	Housing and Urban Development (Department of)
HVN/HB	Home Visit Needed/Homebound

I

TERM	DEFINITION
ICP	Income Clearance Program
ID	Identification Card
IM	Income Maintenance
Imaging	An electronic snapshot of pertinent documentation that authorized users can view on the Image Viewer (see Indexing).

I (continued)

TERM	DEFINITION
INA	Immigration and Naturalization Act
Indexing	Documents submitted by applicants/participants are first scanned and indexed into the system. Indexing is recalling the previously scanned documents and committing them to the appropriate folder that best describes the document.
Infoline	DSS' information hotline which can be reached toll-free at (718) 557-1399.
INF	Informational Letter
Inquiry	WMS and NYCWAY systems' screens used to access participant CA and work activity information.
INS	Immigration and Naturalization Service (see USCIS)
Intake Appointment	An initial call-in to a Job Center for employment assessment and referral of participants.
INV	A field used when calculating a budget in WMS indicating a non-citizen's involvement with the case.
IPA	Information Protection Awareness
IPV	Intentional Program Violation
IRA	Individual Retirement Account
IRAP	Indochinese Refugee Assistance Program
IRCA	Immigration Reform and Control Act of 1986
IREA	Investigation, Revenue and Enforcement Administration
IRIS	Investigative Reporting Information System
IRS	Internal Revenue Service
ISA	Information Service Agent
ISC	Income Support Centers (now known as Job Centers)
ISP	Income Savings Plan (savings requirement for those residing in DHS shelter)
ITS	Information Technology Services
IVP	Intentional Violations Program
IVR	Interactive Voice Response -- a system that supports the HRA Infoline.
IVRS	Interactive Voice Response System -- a system that provides certain NCA SNAP households with the ability to recertify for SNAP benefits using an automated telephone response system.

J

TERM	DEFINITION
J/O	Job Opportunity Program
Job Center	Formerly known as Income Maintenance Centers or Income Support Centers, Job Centers accept CA applications and maintain all active cases throughout the NYC area, emphasizing an employment first concept.
Job Placement	Term used when a participant has acquired a job, either subsidized or unsubsidized, at a minimum of 20 hours a week.
JobStat	A performance management support program to improve management and administration of CA and NCA FS programs.
JOS	Job Opportunity Specialist (also known as JOS/Worker)
JTP	Job Training Program (including subsidized jobs at NYC Parks and DCAS)
JTPC	Job Training Partnership Council

K

TERM	DEFINITION
Kiosks	Automated customer information stations

L

TERM	DEFINITION
LANs	Local Area Networks
LCM	Local Commissioners Memorandum
LDSS	Local Department of Social Services
LEP	Limited English Proficiency
LESA	Limited English-Speaking Ability or Limited English-Speaking Applicants
Line Number	The line number follows the case number, the suffix number, and identifies a particular person in the case composition in WMS.
LIVES	Local Inter-Agency VESID Employment Services
LLF	Local Law Form (indicates that a form must appear in the 12 languages mandated by Local Law 30)
Local District	Local Department of Social Services
Logs	Daily schedules of appointments listing applicant/participant names, case numbers, Job Centers, etc.

L (continued)

TERM	DEFINITION
LOSU	Landlord Ombudsman Services Unit
LPAR	Logical Partition
LPR	Lawful Permanent Resident
LRR	Legally Responsible Relative
LTR	Lawful Temporary Resident

M

TERM	DEFINITION
MA of Medicaid	Medical Assistance
Mandated Signage	Written information or messages, in the form of a notice or sign/poster, that must be displayed in Job Centers or NCA SNAP Centers. Mandated as a result of litigation, State or Federal regulations, or HRA/FIA policy.
Mandatory Participants	NYCWAY Program participants who must take part in an employment activity or rehabilitation program/treatment or risk a CA case sanction.
Manual Budget	Manually calculated budgets are done on paper via W-648 forms and W-122D form. Manual budgets are necessary when abnormal circumstances are present. Manual budget also refers to those budgets that WMS is unable to auto-budget via electronic transmission from the FIA3A document in NYCWAY. When reference is made in this process, the budget is not done on paper first but is manually entered into WMS for the earned income. Can also be referring to budgets that must be done outside of POS, like those for multi-suffix cases.
MAP	Medical Assistance Program
MAPPER	Maintaining and Preparing Executive Reports
MARG	Medical Assistance Reference Guide
MARU	Mail Application Referral Unit
MDR	Mandatory Dispute Resolution
Milestone	Timeframes that gauge progress, movement, and/or job retention. For example: employment vendors receive payment for retention milestones that have been predetermined by the Agency.
MICSA	Medical Insurance and Community Services Administration
MIS	Management Information Systems, now known as Information Technology Services
MMIS	Medicaid Management Information System
MOD WIN	Modified WIN Program

M (continued)

TERM	DEFINITION
Model Job Center	Developed to improve customer service in Job Centers and co-located SNAP Centers by streamlining workflow, reducing wait times for applicants/participants, and providing easier access to services. Also referred to as Model Center or Model Center.
MONIQ	Model Office Numbering Identification Queue -- the computer numbering system used to route individuals and manage their activity within a Model Job Center.
MRB/A	Mass Rebudgeting/Reauthorization
MRRB	Monthly Reporting/Retrospective Budgeting
MSS	Mandatory State Supplement
MSSI	Medicaid Supplemental Security Income
MTO, MTI	Mass Transfer Out, Mass Transfer In -- refers to the electronic mass transferring of cases from one Center to another.

N

TERM	DEFINITION
NCA	Non Cash Assistance
NCA SNAP	Non Cash Assistance Supplemental Nutrition Assistance Program
NCP	Non-custodial parent
NDSL	National Defense Student Loan
Net Loss of Cash Income	An amount by which the gross income of a household, less any necessary work-related expenses, is less than the CA the household was receiving at the time of receiving an offer of employment.
NOI	Notice of Intent -- the notice sent to an applicant/participant to inform them that a change is going to be made in their active case.
Non-Payment Petition	A Housing Court action taken by a landlord against their tenant who has rent arrears.
NOWR	Notification of Work Requirement and Right to Contest -- form given to participants determined able to participate in work activities.
NPA	Non-Public Assistance (see also Non Cash Assistance)
NYC	New York City
NYCAPS	New York City Automated Personnel System
NYCERS	New York City Employee Retirement System
NYCHA	New York City Housing Authority
NYCLINK	New York City Web Site
NYCWAY	New York City Work Accountability and You -- computerized system used by HRA staff to track and monitor participant case activity.

N (continued)

TERM	DEFINITION
NYPWA	New York Public Welfare Association
NYS	New York State
NYSNIP	New York State Nutritional Project

O

TERM	DEFINITION
OAH	Office of Administrative Hearings -- part of OTDA.
OASDI	Old Age, Survivors and Disability Insurance
OCAI	Office of Corrective Action Innovation
OCCA	Office of Constituent and Community Affairs
OCFS	Office of Children and Family Services
OCHIA	Office of Citywide Health Insurance Access
OCM	Office of Communications and Marketing
OCP	Office of Central Processing
OCS	Office of Career Services
OCSS	Office of Child Support Services (formerly Office of Child Support Enforcement (OCSE))
ODD	Office of Disability Determinations
ODSM	Office of Data Security Management
OEM	Office of Eligibility Monitoring
OER	Office of Evaluation and Research
OHMHS	Office of Health and Mental Health Services
OJT	On the Job Training
OLA	Office of Legal Affairs
OLUR	Office of Land Use Review
OMH	Office of Mental Health
OMMC	Office of Medicaid Managed Care
OMR/DD	Office of Mental Retardation/Developmental Disabilities

O (continued)

TERM	DEFINITION
On-site Scanning	A tool primarily used by POS or by itself as a stand-alone process in which documents are fed into a scanner, at a location, and indexed by HRA staff before being stored permanently on the platters in the imaging system.
One-Shot Deal (OSD)	One-time benefit given to eligible individuals, issued to assist with the needs which, if not met, would endanger the health, safety, or welfare of the individual.
OOE	Order of Exclusion
OPA	Office of Payroll Administration
OPPM	Office of Planning and Performance Management
OPPT	Office of Policy, Procedures, and Training
ORIA	Office of Refugee and Immigrant Affairs
OPUS (OPMM)	Office of Purchasing United System (Office of Purchasing and Materials Management)
OSA	Office of Systems Analysis
OSAR	Optical Storage and Retrieval equipment, which holds a number of platters.
OSD	Office of Systems Development
OSO	Office of Systems Operations
OSP	Office of Systems Programming
OST	Out of School Time -- associated with child care needs.
OSTA	Office of Systems Testing & Audit
OSW	Outstationed Worker
OTDA	Office of Temporary and Disability Assistance
OTM	Office of Treatment Monitoring
OVESID	Office for Vocational and Educational Services for Individuals with Disabilities

P

TERM	DEFINITION
PA	Public Assistance (see also Cash Assistance)
PACE	Public Assistance Comprehensive Employment
PACES	Premium Accounting Central Enrollment Systems
PAM	Paperless Alternate Module – system used for WMS data entry activities that cannot be done in POS. The Job Center uses PAM to submit the transactions and OPA uses the system to view the requests and data enter them directly in WMS
PARIS	Public Assistance Reporting Information System
Participant	An individual who receives CA or NCA SNAP benefits.
Participant Change of Status Form	Document used by WEP sites and outside service providers to report participant status changes.
PASB	Public Assistance Source Book (see TASB)
PATH	Prevention Assistance and Temporary Housing – DHS Family with Children Intake Center for individuals in need of temporary housing
PAVE	Progressive Adolescent Vocational Exploration Program
PB	Policy Bulletin
PCAP	Prenatal Care Assistance Program
PCs	Personal Computers
PC Bank	Personal Computer Bank
PCUG	PC User Group
PD	Policy Directive
PERS	Personal Emergency Response System
PERT	Process Evaluation Review Team
PFP Budget Results	Provisional Financial Profile -- a budget temporarily saved or stored on the database awaiting authorization.
PG	Predetermination Grant
PHA	Public Housing Authority
PIC	Private Industry Council
PIN	Personal Identification Number
PIO	Public Information Office
PIW	Pride in Work – status identified in NYCWAY related to engagement (see NYCWAY)

P (continued)

TERM	DEFINITION
PMS	Payroll Management System
PNA	Personal Needs Allowance
POP	Parks Opportunity Program
POS	Paperless Office System
Pre-Fetch	A feature in the HRA OneViewer which allows a user to retrieve a number of files at the same time for a later review. This feature is primarily used to make cases requested by external auditors available for review.
PRISE	Personnel Reporting and Information System for Employees
PRUCOL	Persons Residing Under Color of Law (non-citizen benefit eligibility status status)
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
PSA	Protective Services for Adults
PSC	Public Service Commission
PTL	Participant's Task List
Pull-down Date	The last date by which a case action must be processed in WMS to be effective for the next recurring cycle. These dates are preprogrammed in WMS and are visible on the Benefits History Menu.
PWA	Public Works Administration
PWP	Public Work Project

Q

TERM	DEFINITION
QC Errors	Dollar errors, which are measured by payment error rates. Errors are broken out by eligibility elements such as earned income, household composition, resources, etc. Through the QC process it is determined if the error was caused by the Agency or the participant and when the error actually occurred.
QRS	Quarterly Reporting System
QWL	Quality of Work Life

R	
TERM	DEFINITION
RA/RC	Responsibility Agency/Responsibility Center
RAP	Refugee Assistance Program
RAS	Reliability, Auditability, and Security
RAU	Rental Assistance Unit
RAW	Replenishment Agricultural Worker
RB	Retrospective Budgeting
RCA	Refugee Cash Assistance
Recurring Roll	The system generation of benefits on a semimonthly recurring basis.
Retention	In FIA, intensive case management of under-employed individuals to move them toward total self-sufficiency.
Return	An employment or eligibility "return" appointment, to complete a process of assigning a participant to a work activity or to determine eligibility.
RFI	Resources File Integration
RHCF	Residential Health Care Facility
Right-to-Know	Right-to-Know training makes employees aware of potential health hazards in the workplace so that they may adequately protect themselves and their co-workers.
RIN	Recipient Identification Number (NYC)
RJ	Rejected (case status)
ROS	Rest of State, refers to all the districts/counties within NYS with the exception of NYC.
Roster	A computerized printout or log with the names of participants currently assigned to a work activity.
Roster Referrals	The Roster Referral Report, updated every Monday, allows the Vendor to identify participants referred to the vendor from the previous week. The Report will have the date and time the participant is to report to the Vendor.
RSDI	Retirement Survivors Disability Insurance
RTC	Residential Treatment Center
RTSC	Residential Treatment Service Center

S

TERM	DEFINITION
SACC	Substance Abuse Case Control
Sanctions	Reductions in the budget due to non-compliance with or violation of Agency rules and regulations.
SANE	Substance Abuse Non-Exempt
SASC	Substance Abuse Service Center
SAU	Separate Administrative Unit
SAVE	Systematic Alien Verification for Entitlements
SAW	Special Agricultural Worker
Scanning	A process of storing and filing paper documents in an electronic file or paperless case record.
SCHIP	State Children Health Insurance Program
SCORE	Service Corps of Retired Executives
SCR	Selective Case Review
SCSEP	Senior Community Service Employment Program
SDC	Staff Development Coordinator
SDI	Same Day Issuance
SDX	State Data Exchange
SED	State Education Department
SEOG	Supplemental Educational Opportunity Grant
SGC	Standard General Classroom
SHEA	Supplemental Home Energy Allowance
SI	Single Issue or Single Issuance
SIC	Settle in Conference
SIF	Sub-Imprest Fund
SLIAG	State Legalization Impact Assistance Grant
SN	Sanction (when used as a WMS code)
SNA/SN	Safety Net Assistance

S (continued)	
TERM	DEFINITION
SNAP	Supplemental Nutrition Assistance Program, formerly Food Stamps
SNAP E&T	SNAP Employment and Training Program
SNCA	Safety Net Cash Assistance - replaces Home Relief; 24-month lifetime limit
SNFP	Safety Net Federally Participating Non Cash Assistance - provides assistance to Family Assistance cases where an adult case member or minor case head fails to comply with mandatory substance abuse treatment or is in treatment and has been determined unemployable due to substance abuse.
SNNC	Safety Net Non Cash Assistance – once an individual in the assistance household reaches the 24/60-month durational time limit specified in the Welfare Reform Act of 1997, any subsequent assistance to the household must be through the SNNC program category, if the household otherwise is eligible.
SOLQ	State On-Line Query – real-time system to look up Social Security related information
SOS	Shelter Occupancy System
SOTA	Special One Time Assistance – a rental assistance program to help individuals or families with income move out of shelter. The SOTA grant is for one year of rent, distributed monthly through electronic fund transfers
SPA	Strategic Planning and Analysis
SPOC	Single Point of Contact
SSA	Social Security Administration
SSDB	Social Security Disability Benefits
SSI	Supplemental Security Income
SSN	Social Security Number
SSPNA	State Supplemental Personal Needs Allowance
STARS	Substance Abuse Tracking and Reporting System
STEP	School To Employment Program
SUA	Standard Utility Allowance
Suffix	Identifies all members of a single household or filing unit.
Synchronization	The process through which the POS companion database and FileNet database mirror each other's content.
SUNY	State University of New York
SPOS	Streamlined POS

T

TERM	DEFINITION
T3	Train-the-Trainer
TAD	Turnaround Document
TAG	Training Assessment Group
TALX	See Work Number
TANF	Temporary Assistance for Needy Families
TAP	Tuition Assistance Program
TASA	Teenage Services Act
TASB	Temporary Assistance Source Book
TB	Transitional Benefits
TBA	Transitional Benefit Alternative
TEAP	Training and Employment Assistance Program
TFSB	Transitional Food Stamp Benefits
TIP	Technology Integration Project
TIPS	Telephone Interview Processing Services – SNAP Centers dedicated to the on-demand telephone interview process
TOPS	Tracking Outstanding Projects System
TPHI	Third Party Health Insurance
TPR	Third Party Resource
Transcan	Process done using the Paperless Alternate Module to cancel a WMS transaction that has been data entered and is still in pending status "00". By transcaning, the entire record of the activity in WMS is deleted and is therefore used sparingly. .
TRO	Temporary Restraining Order
TTS	Training Tracking System
TX	Transmission/sending of work actions inputted into WMS

U

TERM	DEFINITION
UIB	Unemployment Insurance Benefits
Unbudgeted Case List	An intranet report listing all cases with a program status in NYCWAY that indicates a person is employed but the income for that person has not been budgeted in WMS.
Unearned Income	Income other than earned income. Includes Social Security benefits, pensions, contributions, etc.
Undercare	An individual who is receiving a recurring CA grant. As soon as an eligibility determination is made to accept an applicant case, the case becomes active and the individual case is referred to as Undercare.
Unsubsidized Employment	Employment in which the employer without any subsidy pays all wages and benefits to the employee.
USCIS	United States Citizenship and Immigration Service (formerly INS)
USDA	United States Department of Agriculture

V

TERM	DEFINITION
VA	Veterans' Administration
VESID	Vocational and Educational Services for Individuals with Disabilities program
VISTA	Volunteers In Service To America
VITA	Volunteer Income Tax Assistance
VOLAG	National - Voluntary Agency

W

TERM	DEFINITION
W-4	Employee's Withholding Allowance Certificate
W-25	History Sheet
WAN	Wide Area Network
WeCARE	Wellness, Comprehensive Assessment, Rehabilitation, and Employment
WEM	Work Experience Management
WEP	Work Experience Program
WET	Work Experience Training
WHEDCo	Women's Housing and Economic Development Corporation – Provide approval of informal child care providers as safe and meeting certain State standards

W (continued)

TERM	DEFINITION
WIA	Workforce Investment Act (replaced by WIOA—see below)
WIOA	Workforce Innovation and Opportunity Act
WIC	Women, Infants and Children
WIN	Work Incentive Program
WINRO	WMS Inquiry Report
WMS	Welfare Management System
Work Activity Assignment	An individual work activity assignment is one of many HRA approved programs participants are mandated to attend, including community service, work study (for CUNY students), substance abuse treatment, training, etc. There are required hours of attendance for these programs and noncompliance can result in penalties.
Work List	In the NYCWAY system, all actions taken on cases require action code entries. Those action codes allow for tracking and create historical information that is compiled and retained for each individual on a case. Work lists consist of specific action codes on cases that require review and/or monitoring.
Work Number	The web-based income and employment verification service used by HRA to assist in determining eligibility for benefits. Also referred to as TALX.
WRA	Welfare Reform Act
WRD	Work Readiness Determination
WRM	Worker's Reference Manual
WRS	Wage Reporting System
WSP	Work Supplementation Program
WtW	Welfare to Work

Y

TERM	DEFINITION
YIP	Youth Internship Program
YOP	Youth Opportunity Program
YWS	Youth Work Skills Program
YouthPathways	Career Services program for individuals 18 through 24 years of age